

How to: QC PDF Plan Sets

It is extremely important to completely review each PDF plan set for correct page size, page order and printability. Failure to review your PDF plan set may lead to letting delays and unnecessary addendums.

- 1) Correct page size and scaling is required for all plan submissions. 11 x 17 exactly is the only size allowed. Just a small fraction over or under causes a problem with commercial printing equipment.
- 2) All PDF plan sets must be created in black and white.

Common mistakes made inside a PDF document:

- **The most common mistake made is not taking a close look at every pdf page in the set**
The required PDF page size is 11x17 and no other sizes are allowed. Every single page of a PDF plan set must meet industry standard printing requirements for 11x17 documents. The plan sheet border must be at least .25 around each side as most printers require a minimum border. So even if the view looks good, when printed the borders and any information will be lost.
- **Setting the Adobe Page Scaling to Fit To Printer Margins or Reduce to Printer Margins makes bad PDF pages look good**
Incorrect page sizing is not revealed if the Page Scaling is set to: Fit To Printer Margins or Reduce to Printer Margins. These settings resize everything to fit within the 11x17 (or selected) page borders. The page may look good on the screen but it is NOT TO SCALE. If you are sending PDF output to a printer or printing back to Adobe PDF make sure Page Scaling is set to None.
- **Consultant print settings differ from MDOT**
If consultants are creating the PDF deliverable please have them contact Engineering Support early in the preliminary stages of the project. We can offer them valuable time saving tips and review their test samples far in advance of delivery.

Adobe Print Setting Mistakes - When printing to paper or back to Adobe PDF

Correct Settings - Bad Results

Document: 16.6 x 10.6 in
Paper: 10.6 x 16.6 in
1/1 (5)

Bad Selections - Results will be unacceptable

Insufficient borders

Do Not choose this

This should be checked

Size and borders look good but the page will not be to scale and borders will be lost.

Units: Inches Zoom: 102%

Correct Settings - Good Results

Correct size and amount of space around sheet border

Document: 17.0 x 11.0 in
Paper: 17.0 x 11.0 in

Options x

Display

Thumbnail

☒ Enlarge Page Thumbnails

5

Enlarged Page Thumbnails provides quick flythrough viewing

6

Lost borders visible in thumbnail

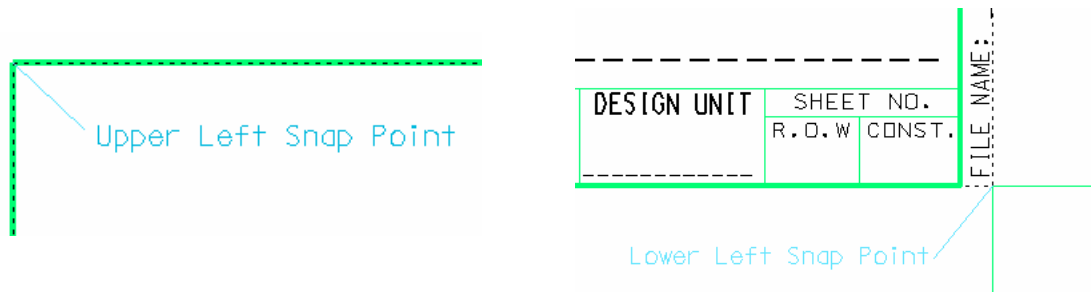
Note improper "white space" outside of bold sheet border

The drawing shows a plan view of a road intersection and a cross-section. The plan view shows a road with multiple lanes, including a 'SERVICE DR' and a 'DRAINAGE DITCH'. A north arrow is present. The cross-section shows the road profile and the ditch. A table of data is included, showing 'STATION' and 'ELEVATION' for various points. A note at the bottom states: 'Note improper "white space" outside of bold sheet border'.

17.00 x 11.00 in

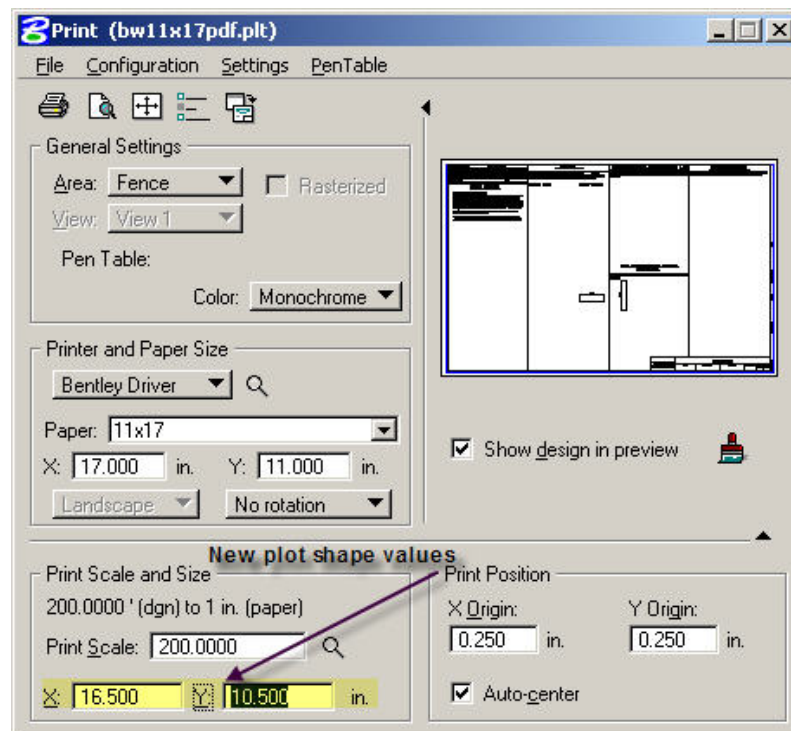
Common mistakes made when converting DGN's to PDF

- **Iplot Organizer - Remember to “Start fresh for PDF”.** Changing print queues inside of Iplot Organizer will wreck the PDF results - You must not change the print queue inside of Iplot Organizer. The resultant PDF plan set will ultimately end up with no left or bottom margin. If you start your Organizer plot file with a laser queue for check prints you will need to completely re-create your plot file at the end of the project using a dedicated PDF queue. You also can not perform a Save As function in any way inside of Iplot Organizer. **Remember to “Start fresh for PDF”.**
- **Snap Points in a V8 file - Not using appropriate half size snap points for fence placement.** New sheet cells utilizing new snap points have been defined and will be available late February 2007



- **MS Print - Incorrect MS Print settings**

Most of the time people hurt the conversion process by forcing a calculated half size conversion scale in the MS Print dialog box. MS Print feeds off a fence shape placed at the correct half size snap points. The new size of the plot boundry is 16.50x10.50 and should be used for ALL plots regardless of plan type. Do not force a scale. Use bw11x17pdf.plt for a plot driver file.



- MS Batch Utility - Incorrect Print settings when using MS Batch Utility**

The batch utility should be set to feed off a plot shape inside each sheet cell. Just like MS Print do not force a Scale. Use bw11x17pdf.plt for a plot driver file.

Printer Properties

Default Properties

Printer
Driver: C:\open\downloads\bw11x17pdf.plt [Driver...] [OK] [Cancel]
[Use System Printer]

Paper **11 x 17 Standard settings**
Size: 11x17
X: 17.000
Y: 11.000
in
Orientation: ☒ Landscape ☐ Portrait

Output and Post Processing
Print to: ☒ File ☐ Device [Name...]
Directory: MS_PLTFILES; [Browse...]
Print Cmd: []
(Use %f to represent print file)
☒ Print document set to single file
Default document set output filename (optional): [] [Browse...]

Printer Area

Default Properties

Reference View
View: 1

Print Boundary
Method: Shape
☒ Level: PLOT_SHAPES
☐ Color: 0
☒ Style: 5
☐ Weight: 0

Display Properties

Default Properties

Print Attributes
Camera: As-is
Constructions: As-is
Data Fields: Off
Dimensions: As-is
Displayset: As-is
Fast Cells: As-is
Fast Curves: As-is
Fast Font: As-is
Fence Boundary: As-is
Fill: As-is
Level Symbolology: On
Line Styles: On
Line Weights: As-is
Patterns: As-is
Print Border: Off
Ref Boundaries: As-is
Tags: As-is
Text: As-is
Text Nodes: Off
Broken Association Symb: As-is

Pen Table
Filename: [] [Browse...]

MS Batch Utility Display Properties will vary for most consultants depending on plot setting overrides. MDOT has made a change to the level attributes PLOT_SHAPES so the level will not plot. You also need to make sure Data Fields and Text Nodes do not show up on the pdf plan deliverable.

Layout Properties

Default Properties

Print Size/Scale
Method: X Size
16.500 in
[OK] [Cancel]

Print Origin
Method: Center

New plot Shape dimensions February 07 are 16.50x10.50

Units: in

Level Property change

Level Properties

General Styles Usage

Name: PLOT_SHAPES
Description: Plotting Information (24x36)
File Name: C:\open\rd_test.dgn
Library: []
Number: 803
☒ Display
☐ Freeze
☐ Lock
☐ Plot
New default level attribute set to Not plot

- PDF plot files - Appropriate plot files are provided for you at this link:**

<http://mdotwas1.mdot.state.mi.us/public/bbs/index.cfm?action=openlib> The correct plot file to use for MicroStation printing to PDF is bw11x17pdf.plt. This applies to both MS Print and the MS Batch utility.